

THIS SAMPLE LETTER COULD BE USED TO NOTIFY PARENTS OF THEIR CHILD'S SELECTION FOR THE PROGRAM.

Date:

Dear Parents:

Your child has been selected for participation in the Title I program at (name of school). He/she will receive 20/30 minutes of individualized instruction in each of the areas checked below:

- ☐ Reading
- ☐ Language Arts
- ☐ Math

Title I students will be assigned for a period of time to the special Title I teacher or aide to receive additional assistance in specific skill areas. We feel that students gain much in the way of successful experiences from this arrangement and hope that the extra help from the teacher will result in improved performance.

If you have any questions as to how students are selected, what the tutoring involves, or any other areas of concern, please feel free to contact any one of the Title I staff listed below.

(List staff)

Please feel free to visit your child's Title I classroom at any time. We encourage you to visit your child's Title I instructor during regularly scheduled school conferences.

Sincerely,

Title I

_____ Yes, I would like for _____ to participate in the Title I program.

_____ No, I would not like for _____ to participate in the Title I program.

(Parent Signature)

(Date)